



# **Departmental Quarterly Performance Report**

**Reporting Period:  
FY 03-04  
Quarter 1**

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Department Name: Vizcaya Museum & Gardens

Reporting Period: October 1, 2003 – December 31, 2003

## MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i>  Initiative: Comprehensive Master Plan  Vizcaya Trust and other key informants met with master planners to begin assembling data for Phase 1 report.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i>  Initiative: Upgrade Vizcaya Fire Safety Systems  Vizcaya Trust entered into agreement with Budget Construction for water main construction project	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i>  Initiative: Café and Gift Shop  New concessionaire occupied and began operating Vizcaya Café and Gift shop under approved permit.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i>  Initiative: Participation in GOB campaign  Vizcaya Trust members and members of support organizations notified about GOB campaign and related town hall meetings.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
County Mgr. Priority (Circle One): <i>People</i> <b>Service</b> <i>Technology</i> <i>Fiscal Responsibility</i>  Initiative: Restoration of Village Garage and Blacksmith Shop  Progress made on this construction project.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)

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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	33	40	34	5						

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

### Notes:

#### *B. Key Vacancies*

Museum Registrar  
Education Director

#### *C. Turnover Issues*

Presently we have no major turnover issues.

#### *D. Skill/Hiring Issues*

None

#### *E. Part-time, Temporary and Seasonal Personnel*

*(Including the number of temporaries long-term with the Department)*

We have 10 part-time positions and no seasonal or temporary positions.

#### *F. Other Issues*

None.

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
Carryover Reserve	2,281	1,986	497	497	497	497	-	
Photos	299	218	52	76	52	76	(24)	35%
Tent Rental	201	163	60	56	60	56	4	34%
Facility Rental	859	912	255	268	255	268	(13)	29%
Misc. Income	131	75	25	19	25	19	6	25%
Guide Books	25	28	9	8	9	8	1	29%
Admissions	1,320	1,700	320	300	320	300	20	18%
Interest	35	50	8	3	8	3	5	6%
Klein Foundation	42	50	-	-	-	-	-	0%
Café/Gift Shop	78	80	13	7	13	7	6	9%
<b>Total</b>	<b>5,271</b>	<b>5,262</b>	<b>1,239</b>	<b>1,234</b>	<b>1,239</b>	<b>1,234</b>	<b>5</b>	
<b>Expense*</b>								
Salaries	1,340	1,796	483	373	483	373	110	21%
Fringe Benefits	384	480	129	111	129	111	18	23%
Operating Exp.	1,290	1,126	142	211	142	211	(69)	81%
Klein Foundation	36	49	11	8	11	8	3	16%
Capital	985	800	10	5	10	5	5	1%
Reserve		1,011	253	253	253	253	-	
<b>Total</b>	<b>4,035</b>	<b>5,262</b>	<b>1,028</b>	<b>961</b>	<b>1,028</b>	<b>961</b>	<b>67</b>	

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and

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capital).

### Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Operating	855	(287)			
	852	(15)			
Capital					
Total	1,707	(302)	-	-	-

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### Comments:

(Explain variances, discuss significant in-kind services, and provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

### **Revenues:**

Photos – Increase in commercial shoots and quince photography.

Misc. Income – Decline in facility rental, which decreases catering and rental fees received,

Interest – Decrease in cash reserves as well as decline in market interest rate paid on reserves.

Café/Gift Shop – Shop was closed for two months after prior Lessee retired.

### **Expenses:**

Salaries – Decrease due to several open positions.

Fringe Benefits – Vacant positions.

Operating Expenses – Several one time expenses paid – expected to within budget at the end of the year.

Klein Foundation – Have not mailed out quarterly billing for reimbursement of expenses.

Capital – Timing difference.

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Tent Rental – A decline is anticipated based on a rental contract signed in early 03/04 in which the fee for the first day has increased significantly.

Facility Rental – An increase had been projected based on higher facility rental rates. However, the number of events has declined slightly, perhaps due to a lagging economy, and new rates will only result in greater income/event; later in the year once existing contracts are filled.

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_